

**2016**

**REGULAR MUNICIPAL ELECTION**

**VILLAGE OF ANGEL FIRE**

**CANDIDATE PACKET**



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## **2016 Regular Municipal Election Calendar**

11-17-15	Adoption of Resolution calling for Municipal Election
01-05-16	Candidate filing day
01-06-16	Candidate Certification by Village Clerk
01-07-16	Candidates draw for position on the ballot
01-12-16	Withdrawal of Candidacy
01-12-16	Write-In Candidates
01-13-16	Write-In Candidate Certification by Village Clerk
01-26-16	Withdrawal of Write-in Candidacy
02-02-16	Registration books closed by County Clerk
01-26-16	Absentee voting in person begin (paper ballots)
02-26-16	Last day to vote by absentee in person. Last day to mail absentee ballots from Clerk's Office. After 5:00 p.m., destruction of all unused absentee ballots.
02-26-16	Deadline for candidate to file a petition for challengers, or watchers
03-01-16	Election Day

## **Declaration of Candidacy Information**

If you are interested in becoming a candidate for Village Councilor for the Village of Angel Fire – Election Day is March 1, 2016. As a potential candidate, there are things you need to know concerning the election process, your rights and responsibilities and the rights and responsibilities of the Village Clerk.

### **When do I file for office?**

January 5, 2016, between the hours of 8:00 AM and 5:00 PM this is the only time the Village Clerk can accept a declaration of candidacy for a candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form; **AND**
2. A Certified copy of the candidate's current affidavit of voter registration on file with the Colfax County Clerk which has been certified on a date not earlier than adoption of the election resolution, (November 17, 2015); **AND**

The Declaration of Candidacy form is provided with this information packet and must be used for filing. Only this form will be accepted. Please read through the form and understand the requirements of the information you need to provide. Your signature is required to be notarized. There will be a notary available for your signature at the Village Hall if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. Certifications of voter registration may be obtained from the Colfax County Clerk's Office in Raton, New Mexico. You may call the **County Clerk** at 575-445-5551.

If you are unable to personally appear on January 5, 2016, an Affidavit Authorizing Filing of Declaration of Candidacy is also available. This provides an authorized representative for you during the election process. An authorized representative acts for the official candidate in any part of the election process that requires or permits a candidate to appear. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the Village Clerk, it becomes a public record.

### **How does the Village Clerk certify my candidacy?**

From the information provided on the Declaration of Candidacy form, the Village Clerk determines if the individual is a qualified elector and if the individual resides within the Village and is registered to vote.

On January 7, 2016, by 9:00 AM the Village Clerk shall post a list of certified candidates, with those who have not been certified and the reasons for non-certification. The candidate or authorized representative shall personally appear at the Village Clerk's Office to learn whether the declaration has been certified as valid.

At 5:01 PM, January 7, 2016, the Village Clerk will conduct a drawing by lot for position on the Ballot, in the presence of the certified candidates or their representatives. Either you or your representative should be present to draw for your position. If no one is present to draw for your ballot position, the Village Clerk will draw for the position.

### **What other information do I need?**

Included in this information packet is a complete election calendar of events. If you have any questions on any of the events call the **Village Clerk's Office at 377-3232x122**

### **Certified Candidate Information**

1. After the Village of Angel Fire Council adopts the election resolution, it will be published on November 18, 2015 and December 18, 2015. This will notify the public that an election will be occurring and what will be on the ballot.
2. The Village Clerk will order ballots by January 08, 2016 to provide the correct spelling and position on the ballot of each candidate. The candidate's name will appear on the ballot exactly as shown on the voter's registration.
3. The Village of Angel Fire Council will appoint the precinct board members at their regularly scheduled council meeting of January 2016. The list of poll workers will be posted. **No relatives of any candidate can serve on a precinct board.**
4. All election supplies should be received in the office of the Village Clerk by January 26, 2016. This includes the absentee ballots. Application for absentee ballots can be made anytime, however the actual ballots cannot be mailed out to any person who has applied to vote by absentee, until the application has been verified and accepted by the Village Clerk's Office as a qualified voter.
5. The Colfax County Clerk will close the voter's registration books for the Municipal election at 5:00 PM on February 2, 2016. If voter registration occurs after this date, the person will not be eligible to vote in the municipal election.
6. On February 15, 2016 and February 22, 2016, a publication on the Village Website will be stating the names of the candidates, the order on the ballot, polling place location, precinct board members and a notice of election school for precinct workers.

7. Certification of the voting machine will be done by February 3, 2016 at the Colfax County Clerks office for regular municipal election.
8. February 26, 2016 at 5:00 PM is the last day to vote by absentee in person. It is the last day to mail absentee ballots from the Clerk's Office because after 5:00 PM, all unused absentee ballots are to be publicly destroyed.
9. February 26,2016 is the deadline for candidates to file a petition for appointment of challengers, watchers and alternates for each polling place. The Village Clerk qualifies these appointees.
10. **Election Day is March 1, 2016. Voting times are between the hours of 7:00 AM and 7:00 PM.** The Presiding Judge and precinct workers at the polling place have control of the election process during this time. You, as a candidate, and the Village Clerk may not interfere in any way with the election process.
11. There is no campaigning within 100 feet of the building where the poll is located. There will be no campaign literature within 100 feet of the building.
12. After the polls close, candidates or their authorized representatives may be present to observe the vote count at the polling place. All election results will be returned to Village Hall after the precinct board has completed their procedures. The election returns will be given to the Village Clerk, who will provide **UNOFFICIAL** results from the polling place.
13. **By March 4, 2016, by 5:00pm,** the Canvassing Board will certify election results. This is the **OFFICIAL** result of the election.
14. The Municipal Clerk, or anyone authorized by law to administer oaths, administers the oath of office to each elected candidate. A ceremony to administer the oath of office for newly elected officials will be done by 7:00 PM on March 7, 2016.
15. Between March 7, 2016 and March 22, 2016 the Governing Body must hold an organizational meeting. This may be a regular or special meeting.
16. Any information you may need as a candidate is available, upon request, at the office of the Village Clerk.

### **Challengers, Watchers and Observers**

If a candidate wishes to have a challenger or watcher for the polling place, you must petition the Village Clerk, no later than the Friday before the Election (February 26,2016). Upon petition filed with the Village Clerk by an unopposed candidate or by both candidates for a municipal office, if only two candidates are running for the office,



or by a majority of the candidates for a municipal office, if more than two candidates are running for the office those candidates may appoint one person as a challenger and one alternate for the polling place and appoint one person as a watcher and one alternate for the polling place in the municipal election.

**Challengers and Watchers shall:**

1. Have the right to be present at the polling place.
2. Examine voting machines as authorized by law.
3. Challenge voters pursuant to 3-8-43 NMSA, 1978.
4. Inspect signature rosters
5. Witness the counting and tallying of ballots
6. Make written memoranda of any action or omission by any member of the precinct board.

**Challengers and Watchers shall not:**

1. Perform any duty of a precinct board member
2. Handle the ballots, signature rosters, absentee voter lists or voting machines
3. Take any part in the tallying or counting of ballots
4. Interfere with the orderly conduct of elections.

The governing body may appoint one qualified elector to serve as an observer of the election. An observer shall have no powers other than to observe the conduct of the election and observe the counting and tallying and report to the governing body.

## **Absentee Voting**

### **Absentee Ballot Application**

The Village Clerk shall furnish an absentee ballot application. The voter in person may request an application for an absentee ballot, by telephone, mail, or email and any voter may request an application for an absentee ballot for an immediate family member ("Immediate family member" means spouse, children, parents, brothers and sisters"). The Village Clerk cannot by law automatically send applications to the elderly or disabled.

A list containing the names and addresses of voters requesting absentee ballots applications shall be kept and shall be made a part of the absentee ballot register.

When a completed application is received in the office of the Village Clerk, the voter will be verified on the Voter Register List as a qualified elector of the Village.

**The application may be rejected if:**

1. The application is not made on the form provided by the Village Clerk.

2. The application does not set forth the applicant's full name and address.
3. The application does not set forth the applicant's social security number or date of birth.
4. The applicant has voted early.
5. The application is not signed by the applicant, or
6. The applicant:
  - a. Has no valid affidavit of registration on file with the County Clerk and is not a federal qualified elector or federal voter;
  - b. Has a valid affidavit of registration on file with the County Clerk, but is not a resident of the Village; or
  - c. If a federal voter, but is not entitled to vote in the Village election.

If the application is accepted, the Village Clerk shall:

1. Mark the application accepted,
2. Enter the required information in the absentee ballot register, and
3. Issue to the applicant an absentee ballot.

### **Absentee Ballots**

The Village Clerk shall hand deliver the absentee ballot to the applicant in the office of the Village Clerk, if the applicant has been accepted. If the request for absentee is received by mail, the Village Clerk shall mail the ballot to the accepted applicant.

If the application for an absentee ballot is delivered in person to the Village Clerk during regular hours and days of business and is accepted, the Village Clerk shall issue the voter the absentee ballot. It shall be marked by the applicant in the Office of the Village Clerk, sealed in the proper envelope and returned to the Village Clerk or authorized representative before the applicant leaves the office.

Voters shall either deliver or mail the absentee ballot to the Village Clerk.

The Village Clerk shall accept an official ballot delivered in person from members of the voter's immediate family. ("Immediate family member" means spouse, children, parents, brothers and sisters").

### **Forms and Requirements**

Included in this information package are various forms you will need to file throughout the election process. They should be considered original documents. You should make copies of the forms for your use during the campaign.



## **Political Sign Requirements**

In accordance with the Village of Angel Fire Planning and Zoning Commission, Land Use and Zoning Ordinance for the Village of Angel Fire, the following requirements must be complied with:

### **9-8-1: GENERAL REQUIREMENTS:**

A. Compliance With Provisions: No signs of any type, including any seasonal signs, shall be allowed, constructed, erected, or maintained, except as specifically provided herein.

B. Location On Private Property Only: Signs shall be allowed on private property only, not in rights of way. Signs shall not be allowed within easements unless having received the written permission of the owner.

### **9-8-6: TEMPORARY AND PORTABLE SIGNS:**

#### **A. Permit Required:**

##### **2. Banners:**

a. Banners For Business Events: Banners for business events shall be reviewed and permits granted for a maximum of sixty (60) days per calendar year for business events only, with no banner being displayed more than thirty (30) consecutive days. A business may spread its sixty (60) days of display over the duration of the calendar year, provided all of the display dates are listed on the banner application. The banner shall be displayed only in front of that business.

b. Political Banners: Political banners require a permit and are exempt from permit fees. These banners may be installed ten (10) days prior to the event /activity and must be taken down at the end of the event/ activity .

c. Size: Maximum size of a banner shall be thirty (30) square feet.

d. Condition: All banners must be kept in good repair and stretched tight.

#### **B. No Permit Required:**

##### **4. Certain Portable Signs:**

a. Portable signs are allowed on or off premises only if the signs are advertising an event, function, or activity of a civic, political or religious nature. All such signs shall be removed within one day of the event, function, or activity.

### **9-8-7: PROHIBITED SIGNS AND CONDITIONS:**

A. Sandwich Boards: Sandwich boards shall : Have a maximum sign face area twenty eight inches (28) wide by forty two inches (42) in height .

B. Unsafe Situations:

1. No sign shall be erected, located, or maintained that limits free and unfettered ingress to or egress from any door, window or fire escape.
2. No sign of any kind shall be attached to a standpipe or fire escape.
3. No sign or other advertising shall be erected at the intersection of any street in a manner which obstructs free and clear vision; at any location whereby its position, shape or color may interfere with, obstruct the view of, or be confused with any traffic sign, signal or device; or which makes use of the words "STOP", "LOOK", "DANGER", or any other word, phrase, symbol or character that may interfere with, mislead or confuse traffic.

## Declaration of Candidacy – Mayor

State of New Mexico     )  
  ) ss  
County of Colfax                     )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, hereby declare that I am a candidate for the office of Mayor for a **four-year term** to be elected at the regular municipal election to be held on March 1, 2016.

I affirm that I currently reside at \_\_\_\_\_, Village of Angel Fire, New Mexico.  
(Address)

I affirm that my name and resident address as stated in this Declaration of Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of Colfax County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my candidacy.

☐ I affirm that I have not been convicted of a felony.

-OR-

☐ I affirm that I have been convicted of a felony and that my election franchise has been restored.

I affirm that I, or my authorized representative, shall personally appear at the office of the municipal clerk during normal business hours on **January 6, 2016** to ascertain whether the municipal clerk certified my declaration of candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following telephone number(s) for purposes receiving telephone notice: \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Received in the office of the Village Clerk at _____ am/pm on the 5 <sup>th</sup> of January 2016
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## Declaration of Candidacy – Village Councilor

State of New Mexico    )  
  ) ss  
County of Colfax                    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, hereby declare that I am a candidate for the office of Village Councilor for a **four-year term** to be elected at the regular municipal election to be held on March 1, 2016.

I affirm that I currently reside at \_\_\_\_\_, Village of Angel Fire, New Mexico.  
(Address)

I affirm that my name and resident address as stated in this Declaration of Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of Colfax County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my candidacy.

☐ I affirm that I have not been convicted of a felony.

-OR-

☐ I affirm that I have been convicted of a felony and that my election franchise has been restored.

I affirm that I, or my authorized representative, shall personally appear at the office of the municipal clerk during normal business hours on **January 6, 2016** to ascertain whether the municipal clerk certified my declaration of candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following telephone number(s) for purposes receiving telephone notice: \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Received in the office of the Village Clerk at _____ am/pm on the 5 <sup>th</sup> of January 2016
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## Declaration of Candidacy – Municipal Judge

State of New Mexico    )  
                                      ) ss  
County of Colfax                    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, hereby declare that I am a candidate for the office of Municipal Judge for a **four-year term** to be elected at the regular municipal election to be held on March 1, 2016.

I affirm that I currently reside at \_\_\_\_\_, Village of Angel Fire, New Mexico.  
(Address)

I affirm that my name and resident address as stated in this Declaration of Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of Colfax County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my candidacy.

☐ I affirm that I have not been convicted of a felony.

-OR-

☐ I affirm that I have been convicted of a felony and that my election franchise has been restored.

I affirm that I, or my authorized representative, shall personally appear at the office of the municipal clerk during normal business hours on **January 6, 2016** to ascertain whether the municipal clerk certified my declaration of candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following telephone number(s) for purposes receiving telephone notice: \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Received in the office of the Village Clerk at _____ am/pm on the 5 <sup>th</sup> of January 2016
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**Village of Angel Fire**

**Affidavit Authorizing filing of Declaration of Candidacy**

County of Colfax       )  
                                      ) ss.  
State of New Mexico    )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that

I hereby appoint and authorize \_\_\_\_\_, who resides at \_\_\_\_\_,

Angel Fire, New Mexico to file my declaration of candidacy for me with the office of the  
Municipal Clerk of the Village of Angel Fire.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## Village of Angel Fire

## Affidavit of Withdrawal of Write-In Candidacy

COUNTY OF COLFAX )  
 ) ss.  
STATE OF NEW MEXICO)

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for affidavit that:

I, \_\_\_\_\_, (Name of Candidate) hereby withdraw as a write-in candidate for the office of \_\_\_\_\_ for a \_\_\_\_\_ year term in the election scheduled for March 1, 2016 and that I hereby irrevocably revoke my Declaration of Candidacy filed with the Municipal Clerk on January 12<sup>th</sup>, 2016.

Signed: \_\_\_\_\_  
Signature of Write-In Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

## Notary

### My Commission Expires:

0 10 20 30 40 50 60 70 80 90 100

Received in the office of the Municipal Clerk at \_\_\_\_\_ (AM/PM) on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Signed: \_\_\_\_\_  
Municipal Clerk

## Village of Angel Fire

## Affidavit of Withdrawal of Write-In Candidacy

COUNTY OF COLFAX )  
 ) ss.  
STATE OF NEW MEXICO)

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for affidavit that:

I, \_\_\_\_\_, (Name of Candidate) hereby withdraw as a write-in candidate for the office of \_\_\_\_\_ for a \_\_\_\_\_ year term in the election scheduled for March 1, 2016 and that I hereby irrevocably revoke my Declaration of Candidacy filed with the Municipal Clerk on January 12<sup>th</sup>, 2016.

Signed: \_\_\_\_\_  
Signature of Write-In Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

## Notary

**My Commission Expires:**

Received in the office of the Municipal Clerk at \_\_\_\_\_ (AM/PM) on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Signed: \_\_\_\_\_  
Municipal Clerk



**Village of Angel Fire  
Declaration Of Write-In Candidacy**

State of New Mexico    )  
                                      ) ss  
County of Colfax        )

I, \_\_\_\_\_, being first duly sworn upon my oath do hereby state for my affidavit that:

I, hereby declare that I am a candidate for the office of \_\_\_\_\_ at large for a **four-year term** to be elected at the regular municipal election to be held on March 1, 2016.

I affirm that I currently reside at \_\_\_\_\_, Village of Angel Fire, New Mexico.

I affirm that my name and resident address as stated in this Declaration of Candidacy are identical to my name and resident address as stated in my affidavit of registration on file with the county clerk of Colfax County, New Mexico.

I affirm that I am eligible and legally qualified to hold the office for which I have declared my candidacy.

☐ I affirm that I have not been convicted of a felony.

-OR-

☐ I affirm that I have been convicted of a felony and that my election franchise has been restored.

I affirm that I, or my authorized representative, shall personally appear at the office of the municipal clerk during normal business hours on **January 13, 2016** to ascertain whether the municipal clerk certified my declaration of candidacy as valid.

I affirm that I, or my authorized representative, can be reached at the following telephone number(s) for purposes receiving telephone notice: \_\_\_\_\_ or \_\_\_\_\_.

I affirm that this declaration of candidacy is an affidavit under oath and that any false statement knowingly made herein constitutes a fourth degree felony under the laws of the New Mexico.

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Received in the office of the Village Clerk at _____ (am/pm) on the 13 <sup>th</sup> day of January 2016
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**Village of Angel Fire**